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30 January 1953

MEMORANDUM

TO: Classification and Wage Administration Division
VIA: FI/ADMIN/Personnel Officer
FROM: SR Division
SUBJECT: Change in Position Title 25X1A6a
Pos.# 10, [REDACTED]

It is requested that subject position have the position title changed from Intelligence Assistant to Administrative Assistant, GS-9. The job description of the duties involved are as follows:

General: Executive Secretary and Administrative Assistant to Chief of Station. Permanent, in residence office manager for the principal station with the [REDACTED] Individual filling this slot must be experienced in CIA administrative procedure. 25X1A6a

Specific:

a. Supervision of stenographic and clerical functions within the Station, plus personally handling sensitive dictation and typing for the Chief of Station.

b. Supervises establishment and maintenance of registry and filing system. This includes:

1. normal pouch correspondence

2. cable traffic, for which crypto clearance will be necessary.

3. maintenance of library; including unclassified published background material and classified staff studies and comparable materials.

4. maintenance of field manual. Includes keeping Chief of Station advised of amendments and all currently applicable provisions to insure compliance by the Station.

c. Supervision of fiscal affairs, includes:

1. Budgeting: Keeping Chief of Station advised of month-to-month requirements (especially of station office expenses) on the basis of actual experience.

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2. Funding: Insuring that Headquarters is properly advised of requirements, including month-to-month obligations incurred, to insure availability of funds.

3. Accounting: Insure compliance with the regulations of Finance.

d. Supervises the preparation of routine reports plus special reports and staff studies.

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e. Maintains personnel records. This will include supervision of the movement of personnel throughout the [REDACTED] It is anticipated that the [REDACTED] station will be supported by [REDACTED] sub-stations in the future. Headquarters personnel officer duties will include supervision of movement and maintenance of sub-station personnel.

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during calendar 1952 points up necessity of having personnel in permanent headquarters, who can tactfully deal with officers of general rank and comparable civilian status both socially and professionally. Social activities, becoming responsibility of this slot, though intangible, are of considerable importance.

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[REDACTED]
SR/ Administrative Staff

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